

Goffstown Public Library Board of Trustees

Minutes

April 15, 2020 Goffstown Remote Meeting via WebEx

1. Call to Order via Roll Call at 6:31pm-Silence Phones

Members present: Aimee Huntemann (Chair) – left 7:31pm due to technical difficulties, Samantha Homann (Vice-Chair), Kathy Coughlin, Kathy Holt, Diane Hebert, Richard Manzo, Aimee Gaudette

Also present: Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative) – left meeting from 6:59pm to 7:27pm, Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speaker/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

As Chair of the Goffstown Public Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number (408) 418-9388 and using the password 33538967. If needed, the meeting number is 794 846 440

b) Providing public notice of the necessary information for accessing the meeting;

The Town previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anyone has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. Each member

states their presence, also please state whether there is anyone in the room with you during this meeting, which is something that is required under the Right-to-Know law.

3. Chairperson's Report

- Thank you to Lisa Iodice for her many years of work on the LBoT. Lisa is stepping down from being an alternate trustee.
- The NHLTA Annual Conference has been moved to 2021.
- The presentation from SMP and MacFarland Johnson has been postponed.
- The Friends of the Library's Library Beautification Day (May 16) has been cancelled.

4. Acceptance of Minutes

- Minutes for 03/16/2020, Kathy Coughlin's name spelling under New Business d) corrected and foundation members changed to 8 under New Business h)
Motion to accept corrected minutes by Diane Hebert, Seconded by Kathy Holt. Roll Call vote: Aimee Huntemann – Yes, Samantha Homann – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Richard Manzo – Abstain. Aye: 6, Nay: 0, Abstain: 1
- Non-Public Minutes for 3/16/2020. The RSA used to invoke the non-public session did not qualify for the contents of the non-public session. In consequence a motion was made to unseal the minutes. These minutes will be sent out after the meeting and will be voted on in the next meeting.
Motion to unseal non-public session minutes by Kathy Holt, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homann – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Aimee Gaudette – Yes, Richard Manzo: Abstain. Aye: 6, Nay: 0, Abstain: 1

5. Acceptance of Donations

- Motion to accept miscellaneous cash donations totaling \$35.00 by Kathy Coughlin, Seconded by Diane Hebert. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homann – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Richard Manzo – Yes. Aye: 7, Nay: 0, Abstain: 0

6. Financial Report: Monthly Manifest, Bank Statements, Treasurer's Report and Signatures

- The financial report was sent today by the bookkeeper.
- Aimee Huntemann signed a check for purchase of foundation domain names for \$126.79 on 3/25.

7. Other Reports

a. Library Director's Report

- Dianne Hathaway sent out the information she shared with the Select Board.
- Library usage was significantly different.

- The report does not include statistics as the staff was switched to remote work before the end of March.
- Staff is using the YouTube channel (<https://www.youtube.com/goffstownlibrary>). Last week 7 videos went live consisting of live Story Time, life skills classes for teens, how to videos for adults and book talks.
- Th staff is adjusting to working offsite but are anxious to return to normal operations.
- Dianne Hathaway is in regular communication with all staff on a rotating basis, Patti Penick and Cindy Burnham assist in these communications. Some WebEx meetings have been held.
- A sign will be placed on the lawn telling patrons they are missed.
- Next week is national library week.

b. Administration and Finance Committee Report

- Kathy Coughlin started a draft for Foundation Bylaws that are to be reviewed by A&F.
- The Foundation Invitation letter is being finalized and sent out.
- Foundation board recruitment is almost complete. The board will likely have 9 members.
- The work on CIP documents continues.

c. Buildings and Facilities Committee Report

- This committee did not meet.

d. Human Resources Committee Report

- They are reviewing the LBOT Bylaws (discussion in new business).
- They are working on updating/revising the Library Director Evaluation.

e. Friends of the Library Update

- June 6, 2020 is the first Book Sale (9am -3 pm), it is on hold pending Covid-19.
- October 17, 2020 is the second Book Sale (9 am- 3 pm) with a bag sale during the last hour. Volunteers are needed for set-up and break down Oct. 13-16 and 18.
- Once Upon A Pie: Competition and Auction are scheduled for November 21, 2020.

f. Committee Assignments

- Administration & Finance: Kathy Coughlin, Aimee Huntemann
- Buildings & Facilities: Samantha Homann, Richard Manzo, Aimee Huntemann
- Human Resources: Kathy Holt, Aimee Gaudette, Diane Hebert, Kathy Coughlin (alternate).
- If someone would be willing to join A&F, please let Aimee Huntemann know.

8. Report on Meetings of Note: Kathy Coughlin

- The Select Board had a lot of information on HR questions. Kathy Coughlin recommends HR reads their meeting minutes.

- Dianne Hathaway will find out if the library manual will have to be updated or if all changes tie into the town's manual.
- HR will discuss what policy changes will have to be made specifically for the library, e.g. work from home plans.
- The Select Board announced changes due to Covid-19. For example:
 - Changes to FMLA
 - Sick time due to Covid-19
 - Unemployment
- Most changes are on a federal or state level, but the town has changed some policies.

9. Old Business

a. COVID-19 Update

- The library is closed.
- Emails are answered by staff.
- The chat feature on the website is available to assist with library cards, bills, etc.
- No materials are supposed to be returned.
- Patti Penick and Dianne Hathaway are looking at reopening procedures with a phased approach in conjunction with the consortium. GMILCS is meeting tomorrow. Dianne Hathaway will find out then what other libraries are doing.
- Tammy Gross (social media, web etc.) started working from home early.

b. Draft Trustee Calendar discussion and possible vote.

- Clarification from Lisa that "Review Investment Plan" and "Review Investment Policy" are different items.
- Kathy Holt asks about staff recognition marked as HR. Last year or two Aimee Huntemann oversaw it, prior to that Dianne Hathaway did.
- Diane Hebert asked whether the Annual Update Review of the Personnel Manual should be on the trustee calendar or just the HR calendar. It stays on the trustee calendar.
- A new trustee photo will be taken when the board can meet in person.
- Motion to approve amended calendar by Samantha Homann, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homann – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Diane Hebert – Yes, Aimee Gaudette – Yes, Richard Manzo – Yes.
Aye: 7, Nay:0, Abstain: 0

c. CIP (Capital Improvement Projects over \$25,000) presentation

- The town is going to do CIP presentations starting in May.
- McFarland Johnson and SMP architects have not finished their process yet.
- They cannot hold community forums or meet with the trustees at the time. They have already meet with staff.
- Due to McFarland Johnson and SMP results being postponed we will not have numbers to present.
- The library expansion project needs to be on the CIP matrix even without numbers.
- Kathy Coughlin will reach out to Chair Jim Raymond.

- We may be able to get scheduled for a late presentation.

10. New Business

a. Approval of Temporary Work Policy

- The Temporary Work Policy was sent out by Aimee Huntemann and temporarily approved by Aimee Huntemann and Samantha Homann.
- The Temporary Work Policy was written by Derek Horne for town operations and modified for the library.
- Individual work plans were created for all staff.
- Motion to accept Temporary Work Policy by Kathy Coughlin, Seconded by Aimee Gaudette. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homann – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes, Diane Hebert – Yes, Aimee Gaudette – Yes.
Aye: 7, Nay: 0, Abstain: 0

b. LBOT Bylaws discussion and possible vote.

- This topic has been postponed until the next in-person meeting.

c. Report on Meetings of Note sign-up sheet.

- April: Kathy Coughlin
- May: Samantha Homann
- June: Diane Hebert
- July: Richard Manzo
- August: Aimee Gaudette
- September: Samantha Homann
- October: Kathy Coughlin
- November: Aimee Huntemann
- December: Aimee Huntemann
- January: Samantha Homann
- February: Diane Hebert
- March: Kathy Holt
- The person assigned will review all town meetings that may mention the library by attending in person, watching the meeting (live or recorded) or read the meeting minutes. Mentions of the library will be reported back at the next board meeting.

d. Committee Meetings-Remote

- WebEx is available for board meetings and committee meetings.
- Samantha Homann will set it up for the regularly scheduled meeting times for B&F.
- Dianne Hathaway will host for HR and A&F.
- Meetings will have to be posted.
- The Right-to-Know checklist must be read at the beginning of every meeting.
- The next A&F meeting will be scheduled after this meeting.

e. Which two Trustees will serve on the Foundation board?

- Kathy Coughlin would like to serve. Please let Aimee Huntemann know if you are interested as well.

f. Items for Town Monthly Executive Report

- The Board voted to unseal the non-public session from March 16, 2020.
- Acceptance of cash donations
- Committee assignments
- The Board approved the amended annual calendar.
- The Board approved the Covid-19 Temporary Work Policy.
- Committees of the LBoT will meet via WebEx at their usual times.

g. Miscellaneous

- Kathy Coughlin will send a Thank You card to Lisa Iodice on the Board's behalf.

11. 'Parking Lot'

- Review Board Goals – on agenda, not discussed
- Statistics Breakdown – on agenda, not discussed
- Alternate Recruitment – on agenda, not discussed

12. No Non-Public Session per RSA 91-A was held.

13. Motion to adjourn at 7:33pm by Kathy Holt, Seconded by Kathy Coughlin. No vote was cast.

I certify that these minutes reflect the contents of this meeting to the best of my abilities.



(Myriam Resnick, Minute Taker)